

**RULES
OF
TENNESSEE DEPARTMENT OF HUMAN SERVICES
TENNESSEE BUSINESS ENTERPRISES**

**CHAPTER 1240-6-13
AGENCY'S DUTIES AND OBLIGATIONS**

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1240-6-13-.01 AGENCY COMPLIANCE WITH LEGAL REQUIREMENTS.

- (1) The agency shall administer the vending facility program in accordance with 20 USC 107 et seq., TCA §71-4-501 et seq., these rules, and the provisions of the Operations Manual. The Operations Manual shall be developed jointly by the agency and the Committee of Blind Vendors and shall contain policies and procedures used in the day-to-day administration of the program.
- (2) Any suggested changes proposed by the agency or the Committee regarding these rules or the provisions of the Operations Manual must be provided to the other entity at least twenty-one (21) days prior to any negotiating session scheduled for the purpose of considering any revisions.

Authority: TCA §§4-5-201 et seq., 14-640, 14-645, 14-14-404(c), 14-14-58, 71-1-105(12), 71-4-503, 71-4-508, 71-4-604; 34 CFR §395.34. **Administrative History:** Original rule filed August 30, 1978; effective November 29, 1978. Amendment filed May 25, 1983; effective June 24, 1983. Amendment filed December 11, 1986; effective January 25, 1987. (Formerly numbered 1240-6-12-.01). Repeal and new rule filed April 27, 1998; effective August 28, 1998.

1240-6-13-.02 AGENCY'S RESPONSIBILITIES TO PROVIDE INFORMATION AND PROGRAM REPORTING FORMS TO ALL MANAGERS.

- (1) The agency must provide any information regarding the operation of the program requested by any manager provided that the disclosure of such information does not violate professional ethics nor does it infringe upon the right to confidentiality of any staff member or any other manager.
- (2) The agency must provide to all managers the necessary reporting forms so that each can comply with program rules, policies and procedures. No changes in reporting forms nor the imposition of additional forms may be adopted by the agency without first submitting recommendations to and seeking the approval of the Committee prior to any implementation.

Authority: TCA §§4-5-201 et seq., 14-640, 14-645, 14-14-404(c), 14-14-58, 71-1-105(12), 71-4-503, 71-4-508, 71-4-604; 34 CFR §395.34. **Administrative History:** Original rule filed August 30, 1978; effective November 29, 1978. Amendment filed May 25, 1983; effective June 24, 1983. Amendment filed December 11, 1986; effective January 25, 1987. (Formerly numbered 1240-6-12-.01). Repeal and new rule filed April 27, 1998; effective August 28, 1998.